

Auto Enrolment – Act Now

Government legislation requires **ALL** employers with at least one worker to provide a workplace pension scheme for their employee(s).

Automatic Enrolment has applied to larger employers since October 2012, but will be phased in for smaller employers over the next 6 months to 2 years. Once active, Employers must then ‘**automatically enrol**’ all eligible workers into a qualifying pension, and make contributions to that scheme without employees having to take any action.

It cannot be avoided we encourage you to start planning now!

Known as the ‘staging date’, this is the final day that the employer must have an appropriate auto enrolment pension scheme in place and is based on your PAYE reference number.

You can expect to receive a letter from The Pensions Regulator confirming this date, if you have not already done so. Please nominate yourself as the first contact and provide my details as the second.

If you fail to automatically enrol your workers into a qualifying pension scheme by your given staging date, then you could face substantial penalties from The Pensions Regulator.

If you already have an existing pension scheme in place, then you will need to check with your provider to ensure it meets the qualifying criteria for auto enrolment.

Whether your employee(s) work full time or part time, you will have to automatically enrol them into your chosen pension scheme if they are;

- ▲ **Not already in a suitable workplace pension scheme**
- ▲ **Are at least 22 years old, but under State Pension Age**
- ▲ **Earn more than £10,000.00 a year**
- ▲ **Work in the UK**

Other employee(s) who do not fall into the above categories will also have the right to choose to ‘opt in’ to the pension scheme, so it is your duty to inform **all** workers about auto enrolment and keep sufficient records. This will include telling them what it means for them and their right to opt in/out of the pension scheme should they wish to do this.

Minimum Contributions

Date	Employer minimum contribution	Total minimum contribution
Before 30/09/17	1%	2%
01/10/17 to 30/09/18	2%	5%
01/10/18 onwards	3%	8%

Please note that The JMH Partnership Ltd are not Financial Advisors and we cannot advise on specific pension schemes, nor can we operate these schemes for you, however we have researched the market in order to assist you fulfill your legal obligations. We will advise on the tax implications, calculate your pension contributions and process through payroll, as instructed. Decisions will need to be made as to whether the scheme should be one of salary sacrifice or not.

With over 51,000 companies per month staging throughout next year we advise that you set up a scheme for your company imminently as there are warnings that the pension companies will not be able to cope.

Please indicate whether or not you will be requiring our assistance by **deleting either point 1 or 2** below and completing and returning the declaration:

1. I wish The JMH Partnership to assist us in fulfilling our compliance obligations with regard to Auto Enrolment:
2. I do not wish The JMH Partnership to assist us in fulfilling our compliance obligations with regard to Auto Enrolment and accept full responsibility for its implementation.

Signed by _____

For and on behalf of _____
Name of organisation

Date

Please return to:
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